

Name of Person Filing Paper: _____
 Address: _____
 City, State, Zip Code: _____
 Telephone Number: _____

Case No. PB _____

INSTRUCTIONS AND REQUEST FOR HEARING DATE GUARDIANSHIP/CONSERVATORSHIP FOR AN ADULT

1. Court Location: There are 4 locations of the Superior Court in Maricopa County, the Downtown Court Complex in downtown Phoenix; the Northeast Court Complex in northeast Phoenix; the Northwest Court Complex in Surprise and the Southeast Court Complex in Mesa. The Southeast Court Facility is for persons who live in Mesa, Tempe, Chandler, Gilbert and Apache Junction to the southern border of the Salt River, but not Scottsdale. You may file your papers at any Superior Court location, but for those filed in Phoenix OR Mesa, your hearing will be at the downtown Phoenix location. Those filed at the Surprise location will be held in Surprise.

Probate Administration
 Old Courthouse
 125 W. Washington, 1st floor
 Phoenix, Arizona 85003
 Hours: 8 am. – 5 pm

Probate Administration
 Southeast Court Facility
 222 East Javelina Drive, 1st floor
 Mesa, Arizona 85210
 Hours: 9am-12pm and 1pm-3pm

Probate Administration
 Northeast Court Facility
 18380 N. 40th St.
 Phoenix, Arizona 85032
 Hours: 8 am. – 5 pm

Probate Administration
 Northwest Court Facility
 14264 West Tierra Buena Lane
 Surprise, Arizona 85374
 Hours: 8 am. – 5 pm

2. Court Documents: After you file your forms with the Clerk's Office at the Court, take the following documents to Probate Court Administration (addresses above):

- a. Two copies of the ***"Petition for Permanent Appointment"*** stamped by the Clerk, AND
- b. Two copies of the ***"Affidavit of Proposed Appointee"*** stamped by the Clerk, AND
- c. One original and completed ***"Information Sheet to Court Investigators"*** AND
- d. The original and one copy of this ***"Request for Hearing" Form***.

3. Hearing Date and Assignment of Judicial Officer: Court Administration will set a hearing date and time and check the box in front of the name of the judicial officer who will hear this case.

HEARING DATE AND TIME _____ at _____ a.m./p.m

HEARING LOCATION: _____

JUDICIAL OFFICER: _____

4. Notice of Hearing: Court Administration will return this form to you after setting the date, time and place of hearing, and the name of the judicial officer that will hear your case. This is the information you will use to prepare the ***"Order Appointing Attorney, Physician, and Court Investigator"*** and the ***"Notice of Hearing."***